

**CUSTODIAL
WORKER
NS-3566-01**

**BACHELOR QUARTERS
FACILITY SUPPORT**

Supervisory Custodial Worker

~~NA-3566-02~~

NS-356-01

Introduction:

This position is located in the QOL Department BQ Division, NAS Lemoore. The purpose of this position is to perform a variety of semi-skilled laboring duties, including washing and waxing floors with automatic machines; move furniture, fixtures and stock as required.

Major Duties

1. Supervises approx. 15 custodial workers servicing the QOL Department. Reviews work on a continual basis. Plans work to be accomplished by subordinates. Inspects facilities for the purpose of quality assurance and performance management. Monitors CBQ laundry service. Records and submits inspection reports. Trains new custodians. Approves leave; assigns work; develops performance standards; evaluates performance; hears and resolves minor grievances or complaints; recommends awards.
2. Clean transient rooms, recreation facilities and offices throughout the QOL Department. Change linen, make beds, replace towels, empty waste containers and ashtrays. Vacuum, mop, wax floors. Dust furniture and air condition vents. Wash windows, mirrors and woodwork, launders linen.
3. Check facilities for articles left behind by occupants/customers.
4. Note damages to contents in facilities/rooms and immediately reports it to the supervisor.
5. Maintain, issue, and move furniture, fixtures and personal support equipment (PSE) to ensure all furniture is in standard room configuration. Maintain, issue, and move QOL controlled furnishings.
6. Check lights, lamps, radios, VCR's and Television sets to ensure all items are operational.
7. Checks amenities and ensures refrigerator is clean inside and outside and ensure ice trays have been filled.
8. Observes all fire, safety, security, and sanitation regulations.
9. May replace light bulbs as required.
10. May assist in loading and unloading of custodial supplies.

11. Reports all equipment malfunctions to supervisor for corrective action.
12. Washes, cleans and restocks restrooms. Checks sanitation.
13. Operates shampoo, buffer, waxer and other equipment as necessary.
14. Performs related duties as assigned.

Knowledge

Ability to operate commercial type power cleaning equipment.
Knowledge of common maintenance and custodial techniques
Ability to read and interpret instructions and labels.

Supervisory controls

Incumbent works under the direct supervision of the Supervisory Custodial Worker who assigns all work, gives instructions for new or non-repetitive tasks. Supervisor periodically observes or spot checks work to see that it is done on time and according to instructions.

Guidelines

Guidelines used to carry out duties include local instructions and regulations and other controls set by higher authority. Product instructions and equipment operating instructions are also available.

Complexity

Work is very structured and closely scheduled. Tasks require some measure of independent judgement.

Scope and Effect

The incumbent's work has a direct impact on the quality of life for transient patrons of the CBQ and users of QOL Facilities. Work performed effects the operation and programs offered throughout the QOL department.

Personal Contacts

Contacts include department staff, customers, and CBQ residents.

Purpose of Contacts

Provide or obtain information.

Physical Demands:

The work is physical and may require lifting, climbing, stooping and standing for long periods of time.

Work Environment

Work is primarily performed in-doors. Work area is equipped with adequate lighting, heating and air conditioning. Position is exposed to possibilities of minor cuts, bruiss, burns, dirt, disagreeable odors and wet floors.